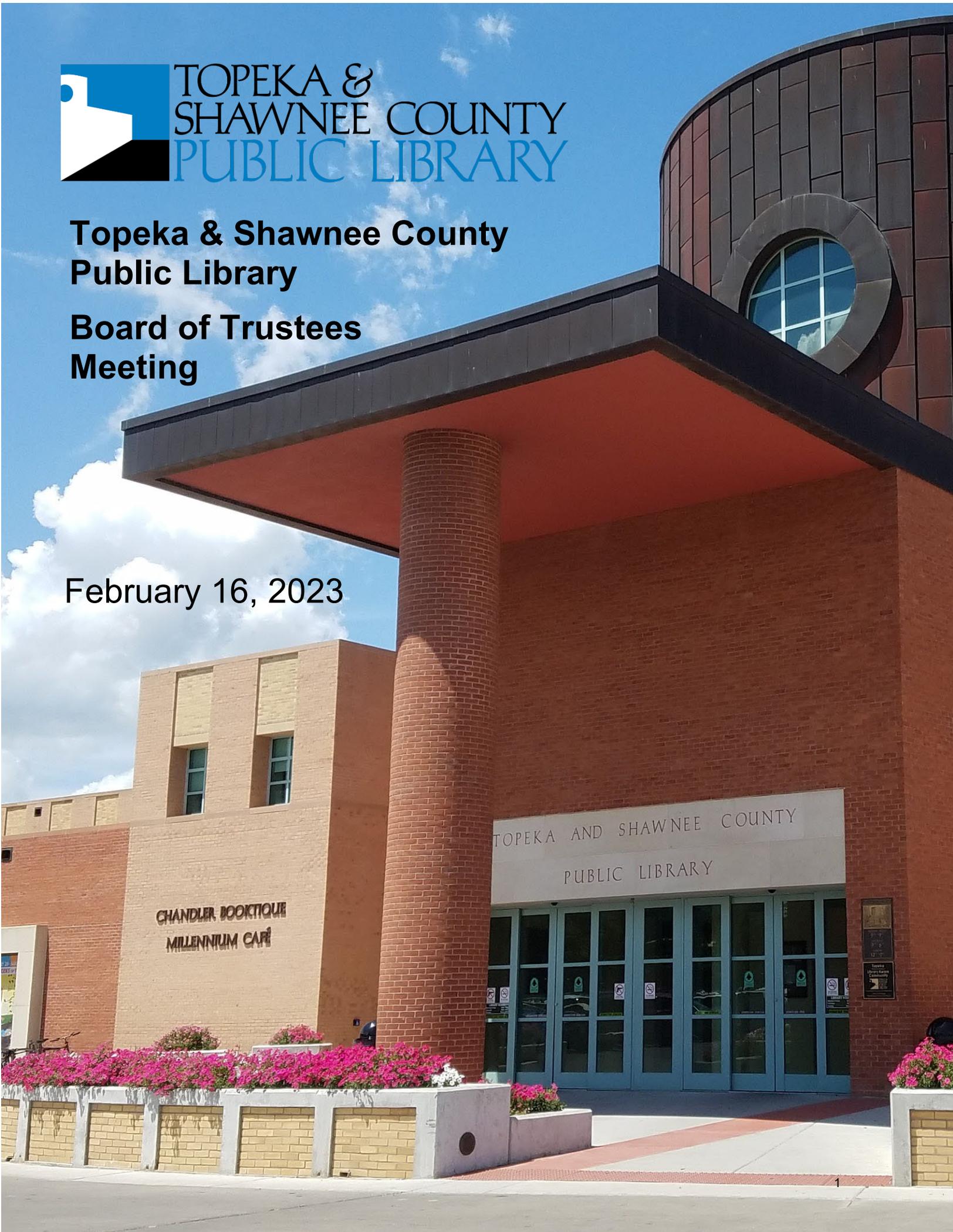




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

February 16, 2023





Core Values

Excellence

We create experiences that anticipate our community's diverse needs and exceed expectations.

Accountability

We serve the needs of the entire community by using resources responsibly, fairly and transparently.

Literacy

We help people make their lives better by providing the tools to successfully navigate the world.

Freedom

We welcome everyone in the community. We support and defend our customers' right to access information without judgment.

Teamwork

We build stronger communities through mutual trust, collaboration and shared goals.

Curiosity

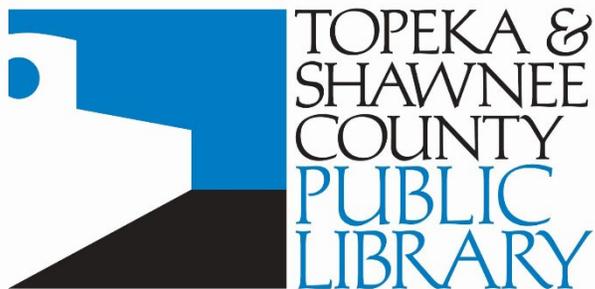
We are hungry to learn, create and innovate. We inspire our community to

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





February 16, 2023– 4:00 pm
Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793

Passcode: 012486

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of January 19, 2023, Meeting Minutes of the Board of Trustees – **Action Item pg. 5**

Chief Financial Officer’s Report – Kim Strube pg. 9

Financial Reports

- Treasurer’s Report – Peg Dunlap
- Financial Report – **Action Item**

The Library Foundation – Kim Patton, Board Chair

Friends of Topeka and Shawnee County Public Library – Christy Molzen, Board President

Board Chair Report – Jim Edwards

- Meeting Minutes Board of Trustees Executive Committee –**pg. 30**

Chief Executive Officer Report – Marie Pyko pg. 32

Chief of Staff Report – Thad Hartman pg. 36

- Shades of Greatness – Curator, Zan Popp

New Business

- Bid for Reroofing of 1020 Building – **Action Item** pg. 49

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Executive Assistant Aubrey Conner at least 30 minutes before the meeting at 785-580-4484 and/or aconner@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

March 16, 2023

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793

Passcode: 012486

*Subject to change without notice



Board Members Present

Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Peg Dunlap – Treasurer, Joan Hicks – Treasurer, Liz Post, Jim Ramos

Board Members Absent

Hannah Uhlig, Beth Dobler, Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, January 19, 2023, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

There was no one signed in for public comment. The public comment session was closed.

Trustee Advocacy Stories

Trustee Liz Post shared that her friend Terry Stahl had a book launch last night at the library. She said it was a big success. Stahl’s presentation was titled “Write Your Own History.” Post said that 36 – 40 people attended.

Trustee Post wished to give a shout out to Events Coordinator Robin Moser. Post reserved a meeting room for February back in August and lost all her reservation confirmations. Robin looked it up for Liz and confirmed it.

Trustee Post shared on January 10 she gave the Board of Trustees report to the Friends board and she had fun. Post shared that there are a lot of new board members and she expects it will be a good group this year.

Trustee Joan Hicks shared that a young man who came to live with Trustee Hicks his senior year finished high school and now uses the Level 2 Tech Center for podcasting. He uses the recording studio all the time and loves it.

Approval of Minutes

On a motion by Liz Post, seconded by Joan Hicks, the December 15, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube shared that the library transitioned from Paycom to Paylocity effective 2023. The first paycheck using Paylocity was Friday the 13th. There were some issues, but the HR and Finance team is working diligently to get everything corrected so the next payroll starting on Monday will be correct. Strube gave a huge shoutout to Accounting Supervisor Efrain Ruvalcaba, Human Resources Professional Felicia Hillebert, and Chief Human Resources Officer Jesse Maddox.

Financial Reports

Board Treasurer Peg Dunlap reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for December 2022.

On a motion by Peg Dunlap and seconded by Jim Ramos, the Treasurer's Financial Report for December 2022 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Board Chair Kim Patton gave the Foundation report. Patton shared there are staffing changes since the last board meeting. Development Professional Janel DeLeye is now the new Friends Executive. Patton shared she is excited for DeLeye but sad for the Foundation.

The new Foundation Executive Director Ashley Charest starts Monday. The Foundation Executive Committee met and decided that Kim Patton is the representative for the Strategic Planning Committee.

Friends of Topeka and Shawnee County Public Library

Friends Board President Christy Molzen gave the Friends report. Molzen reported that Janel DeLeye accepted the Friends Executive position, and her first day on the job was January 9. Janel will continue helping out at the Foundation until their new Executive Director starts later this month.

At the Friends January board meeting, the Friends elected officers for 2023. Molzen will continue as president, Ruth Nelson is vice-president, Jane Myers is secretary, and Robin Sweeney is treasurer.

The first book sale of the year is coming up this weekend. As always, Friday night is Friends members only from 5:00 pm to 8:00 pm, the sale is open to the public on Saturday from 9:00 am to 3:00 pm, and Sunday is bag day (fill a grocery bag for \$10) from 12:00 pm to 3:00 pm.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on January 9, 2023.

Edwards shared that Chief Executive Officer Marie Pyko set goals for herself during her evaluation. These goals will be shared with the Board of Trustee members. The Executive

Committee will work with Pyko on these goals and will touch base quarterly. Pyko will also include her goals in her board reports.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared January is a planning month and there aren't any new business items at today's meeting.

Pyko shared she was invited to be interviewed for the National Conference on Citizenship due to the affiliation she has with the Kettering Foundation over the past 10 years. Pyko shared she focused on how the library is an anchor institution bringing people together and shared about the uniqueness of our library being a one building library.

Pyko was invited to be part of Legislative Day in Washington DC in March. Pyko will be going and talking to Senators about appropriation for library funding. She will be going along with Brandon Hines, the director of the Hays Public Library.

Pyko shared the committee has been moving quickly with logistics for the Strategic Plan. Pyko extended an invite for the Trustees to attend the first planning session on February 21, 9:30 am – 3:30 pm. There will be a second planning session in May. Pyko shared the community members she had requested to join the committee. Pyko will continue to keep the board updated on the happenings for the Strategic Plan.

Pyko shared that it is important that library staff are prepared for emergencies and for the future. She then introduced Brenda Hough and Greg Gaul to speak about the Emerging Library Leaders Program and emergency preparedness.

Staff Development Coordinator Brenda Hough spoke about the Emerging Library Leaders Program. The program began January 2022 and Hough started April 2022. The program is for library staff interested in leadership development. Prospective attendees need to complete an application, have supervisor approval and agree to attend a year long program. In 2022 there were 8 participants and in 2023 there are 10 participants. Attendees have monthly meetings that Chief of Staff Thad Hartman and Hough facilitate. In 2022 the group had speakers from Management Team. Members of Management Team spoke about library ethics and book challenges, encountering and resolving conflict, working with other generations, and problem solving. Each Emerging Leader developed a change proposal, proposing something new or a change at the library. Emerging Leaders were also paired up with a mentor whom they worked on the change proposal with. In December they presented to their mentors on their change proposal. Some of the Emerging Leaders change proposals have been implemented.

Safety and Security Supervisor Greg Gaul presented about emergency preparedness for staff. In 2022 COVID restrictions decreased and now staff are interacting with customers more. Gaul worked to re-train staff on emergency preparedness with a class that was interactive and catered to each department. Gaul would give the class a scenario and had them work as a group to answer questions and figure out what to do. Gaul received several questions and suggestions from the classes and took action on some requests. Staff were also offered additional trainings. Gaul

recommends a full active shooter drill for staff that will require the library to be closed for half a day. Gaul shared that he would like to do fire extinguisher training and training on the new fire alarm systems.

Chief of Staff Report

Chief of Staff Thad Hartman thanked Hough and Gaul. Hough started working at the library in the middle of the Emerging Leaders Program and took it over. Gaul was at the library on December 23 when the ice melt system in front of the building was no longer working due to the extreme weather. Gaul and Groundskeeper Trevor Worthington were chopping up the ice in front of the building.

Hartman shared about a couple of projects coming up. Hartman wants to bring a recommendation for the re-roofing of the Bookmobile and Foundation building at a future board meeting. Hartman shared that the library is starting to get bids.

The library will be redoing its New and Novel section (formerly New Books). This will be a smaller project and will be mainly furniture related. More than likely Hartman will have a presentation in February or March about the New and Novel section. He expects bids for that to be requested in April.

New Business

There was no new business discussed.

Adjournment

On a motion by Joan Hicks, seconded by Liz Post, the meeting was adjourned at 4:42 pm.

Next Meeting

Thursday, February 16, 2023

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793 | Passcode: 012486

*Subject to change without notice

**Chief Financial Officer's Report
February 2023
Kim Strube**

Investments and Debt as of January 31, 2023; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 20th, were included in the investment opportunity offered to local financial institutions per my letter dated February 3rd, with bids received no later than noon on February 10th. The Library did not receive any bids from local financial institutions that met or exceeded the minimum Kanas Money Investment Pool rates.

Revenue/Expense/Balance by Fund Report – Page 2

The “Prev. Year PO Expenditures” column reports payments for items that were ordered or committed during the 2022 budget year and received and/or invoiced January 1, 2023 or after.

General Fund – Pages 3 through 5

With 8.5% of the budget year completed, 49% of the budgeted revenue has been received and 8% of the approved budget has been expended/encumbered. This compares to 2022 in which 50% of the budgeted revenue had been received and 13% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

The first tax distribution of 2023 was received January 20th as scheduled. The total received for the General Fund was \$7,682,959. The percentage of the ad valorem budget collected year-to-date is 55%. The percentage of the ad valorem budgeted collected in January 2022 was also 55%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2022.

Employee Benefit Fund – Page 6

With 8.5% of the budget year completed, 49% of the budgeted revenue has been received and 11% of the approved budget has been expended/encumbered. This compares to 2022 in which 50% of the budgeted revenue had been received and 8% of the approved budget had been expended/encumbered.

The January 20th tax distribution totaled \$1,998,634. The percentage of the ad valorem budget collected year-to-date is 55%. The percentage of the ad valorem budgeted collected in January 2022 was also 55%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2022.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$5,290,637.

Debt Service Fund-Bond and Interest – Page 7

The January 20th tax distribution was negative \$1,031 because of a Board of Tax Appeals ruling from 2022. The ruling resulted in the State having to issue a sizeable refund of paid property taxes to a “big box store” for the years 2016 to 2021, which gets distributed as a negative amount to each of the taxing entities for those past years.

The bond and interest levy is 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes may continue to trickle in during the year.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say “open PO”, it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Facilities supplies open PO	\$6,000.00	Border States Industries, Inc.
Board approved 10/20/2022 funding request to the Friends of the Library that included \$25,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$25,000.00	The Library Foundation
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe’s Companies, Inc.

Approved operating budget	Membership renewal	\$9,000.00	Urban Libraries Council
Approved operating budget	Annual preventive maintenance agreement for bookmobile building	\$9,478.00	McElroy's Inc.
Approved operating budget	Annual directors and officer's liability policy	\$5,123.00	World Insurance Associates LLC
Approved operating budget	Annual workers' compensation insurance	\$47,847.00	The Cincinnati Insurance Company
Approved operating budget	Vehicle repair open PO	\$6,000.00	Yingling's Auto Service
Approved operating budget	Payroll and human resources software access and services 90-day extension	\$5,041.10	Paycom Payroll LLC
Approved operating budget	Annual network hardware support agreement	\$37,797.14	Oneneck IT Solutions
Approved operating budget	Annual trash service agreement	\$10,056.96	Inland Waste Solutions LLC
Approved operating budget	Annual nature gas service	\$53,750.00	Bluemark Energy LLC
Approved operating budget	Annual maintenance agreement	\$20,919.00	Johnson Controls, Inc.
Approved operating budget	Vehicle repair open PO	\$18,000.00	Hoyt's Truck Center
Approved operating budget	Annual cataloging and ILL database service	\$97,000.00	OCLC, Inc.
Approved operating budget	Vehicle tires open PO	\$6,000.00	Performance Tire & Wheel
Approved operating budget	Annual lawn maintenance agreement	\$6,000.00	Schendel Lawn and Landscape
Approved operating budget	Annual fire suppression system maintenance	\$18,688.00	Johnson Controls Fire Protection LP
Approved operating budget	Human Resource Information System implementation fee	\$5,854.64	Paylocity
Approved operating budget	Annual sponsorships and advertising	\$15,250.00	Greater Topeka Partnership
Approved operating budget	Annual Mitel VOIP support	\$7,135.80	Datacomm Networks Inc.
Approved operating budget	Annual advertising PO	\$18,000.00	Cohort.Digital

Change Order #1; Board approved bid award on 10/22/2022	Wayfinding Project – increase depth of signage housing	\$497.00	Kelley Construction Co., Inc.
Approved operating budget	Annual legal services	\$40,000.00	Engel Law, PA
Library Materials	Annual Library IQ database fee	\$15,800.00	Library Systems Services
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult blue-rays & DVDs	\$7,000.00	Midwest Tape LLC
Library Materials	Adult fiction	\$6,600.00	Ingram Library Services
Library Materials	Annual ABCMouse database fee	\$6,687.92	Age of Learning, Inc.

Other Items:

- The fieldwork for the 2022 audit is ongoing. The audit will go through several reviews at BT & Co. and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board’s Finance and Audit Committee is scheduled to meet on April 11th and their recommendation will be provided for the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent (unless carryforward exceptions are made, such as for health insurance and health savings accounts); and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient.
- The annual workers’ compensation audit is scheduled to begin in March.

- There was one offer received from a local financial institution for the short-term investment bid in February, but it did not meet or exceed the minimum as established by the Kansas Municipal Investment Pool. The minimum investment rates banks must offer to secure public funds is listed below for the week 2/6/2023 to 2/12/2023.

2/06/23 thru 2/12/23		
TERM	CURRENT	PREVIOUS
1 to 89 Days	4.47%	4.33%
3 Months	4.64%	4.59%
6 Months	4.71%	4.73%
1 Year	4.72%	4.72%
18 Months	4.46%	4.48%
2 Years	4.17%	4.18%

Excess funds will be invested in a 3-month fixed account with the Municipal Investment Pool on Friday, February 17, 2023.

**Topeka and Shawnee County Public Library
Financial Summary**

1/31/2023

	<u>Balance 1/1/2023</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 1/31/2023</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 5,322,622.64	\$ 7,708,523.88	\$ 1,077,541.29	\$ 11,953,605.23
Employee Benefits	1,963,139.59	2,005,580.91	473,454.55	\$ 3,495,265.95
Capital Improvement	5,275,079.91	15,557.38	-	\$ 5,290,637.29
Bond & Interest	-	(1,031.50)	-	\$ (1,031.50)
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	-	-	\$ -
Federal, State & Local Grants	3,649.47	-	3,605.44	\$ 44.03
Other Special Revenue	597,620.31	1,057.27	26,148.42	\$ 572,529.16
Permanent Funds	299,808.78	-	-	\$ 299,808.78
Totals	<u>\$ 13,461,920.70</u>	<u>\$ 9,729,687.94</u>	<u>\$ 1,580,749.70</u>	<u>\$ 21,610,858.94</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 566,204.01
Restricted Funds-CoreFirst Bank-Checking	572,757.19
Capital Improvement Fund-VisionBank-Money Market Account	5,290,637.29
Cash on Hand	3,066.89
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	15,282,243.54
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 22,014,937.70</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	988.08
Less Payroll Deduction and Employer Benefit Liabilities	301,122.50
Less Outstanding Checks	101,968.18
	<u>\$ 21,610,858.94</u>

**Topeka and Shawnee County Public Library
Revenue/Expenditures/Balance by Fund Report**

1/31/2023

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	1/31/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 5,322,622.64	\$ 7,708,523.88	\$ 245,125.04	\$ 832,416.25	\$ 11,953,605.23	\$ 1,137,117.99	\$ 10,816,487.24
Employee Benefit Fund	1,963,139.59	2,005,580.91	-	473,454.55	3,495,265.95	36,080.00	3,459,185.95
Capital Improvement Fund	5,275,079.91	15,557.38	-	-	5,290,637.29	-	5,290,637.29
Bond & Interest Fund	-	(1,031.50)	-	-	(1,031.50)	-	(1,031.50)
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	-	-	-	-	-	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	3,605.44	-	3,605.44	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,680.49	2.78	-	-	10,683.27	-	10,683.27
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.41	0.01	-	-	31.42	-	31.42
Friends	159,733.11	35.02	344.70	25,066.43	134,357.00	4,171.51	130,185.49
Fun Committee	5,483.31	306.15	-	-	5,789.46	-	5,789.46
Gallery Competitions/Exhibits	36,495.16	9.51	-	-	36,504.67	-	36,504.67
Gifts/Memorials (Undesignated)	347,421.41	90.52	185.73	27.00	347,299.20	20,589.06	326,710.14
Hathaway Trust - Library Materials	3,338.66	0.86	45.97	-	3,293.55	458.44	2,835.11
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,012.24	604.99	-	-	5,617.23	(23.47)	5,640.70
Lingo	-	-	-	-	-	-	-
NEH Expendable	8,065.71	2.10	-	-	8,067.81	-	8,067.81
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,015.19	1.05	-	-	4,016.24	-	4,016.24
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	1.50	-	-	5,749.88	-	5,749.88
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.46	0.01	-	-	36.47	-	36.47
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,194.43	0.57	-	-	2,195.00	-	2,195.00
Youth Services	8,905.66	2.20	476.59	2.00	8,429.27	53.81	8,375.46
<i>Permanent Funds</i>							
Mertz Trust	299,808.78	-	-	-	299,808.78	-	299,808.78
TOTALS	\$ 13,461,920.70	\$ 9,729,687.94	\$ 249,783.47	\$ 1,330,966.23	\$ 21,610,858.94	\$ 1,198,447.34	\$ 20,412,411.60

**Topeka and Shawnee County Public Library
General Fund - Revenue**

1/31/2023

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 1/31/2022</u>
				8.5%
Ad Valorem Property Tax	\$ 13,939,037.00	\$ 7,621,594.25	\$ (6,317,442.75)	55%
Revitalization Rebates	(119,110.00)	(80,511.09)	\$ 38,598.91	68%
Back Tax	-	42,836.54	\$ 42,836.54	N/A
Motor Vehicle Tax	1,557,671.00	47,360.88	\$ (1,510,310.12)	3%
Recreational Vehicle Tax	17,297.00	365.19	\$ (16,931.81)	2%
16/20 M Vehicle Tax	5,960.00	5,619.00	\$ (341.00)	94%
In Lieu of Tax	35,897.00	40,690.09	\$ 4,793.09	113%
Watercraft Special Tax**	8,729.00	-	\$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	5,004.34	\$ (48,535.66)	9%
E-Rate Reimbursement	19,329.00	-	\$ (19,329.00)	0%
Miscellaneous Revenue	3,000.00	2,372.20	\$ (627.80)	79%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	100,678.00	-	\$ (100,678.00)	0%
Salary Refunds-Friends	33,155.00	-	\$ (33,155.00)	0%
Salary Refunds-Shawnee Cty	20,151.00	-	\$ (20,151.00)	N/A
Vending Machines	2,000.00	106.00	\$ (1,894.00)	5%
Overdue Fees*	15,000.00	2,958.74	\$ (12,041.26)	20%
Debt Collect	-	45.00	\$ 45.00	N/A
ILL Fees	100.00	92.98	\$ (7.02)	93%
Mailing Fees	100.00	5.97	\$ (94.03)	6%
Non Resident Card Fee	340.00	85.00	\$ (255.00)	25%
Obituary Fees	350.00	-	\$ (350.00)	N/A
Meeting Room Charges	1,200.00	50.00	\$ (1,150.00)	N/A
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	20,000.00	19,848.79	\$ (151.21)	99%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,973,704.00	-	\$ -	N/A
TOTALS	<u>\$ 18,713,678.00</u>	<u>\$ 7,708,523.88</u>	<u>\$ (8,031,450.12)</u>	49%

* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

** Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

1/31/2023

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					8.5%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 369.22	\$ -	\$ 4,430.78	8%
Salaries-Facilities	670,789.00	47,997.49	-	622,791.51	7%
Salaries-Overtime	10,000.00	190.43	-	9,809.57	2%
Salaries-Security	313,379.00	21,583.89	-	291,795.11	7%
Salaries-Shelvers	102,545.00	2,088.92	-	100,456.08	2%
Salaries-Staff	7,705,190.00	542,151.46	-	7,163,038.54	7%
Conferences	144,217.00	1,259.93	11,625.12	131,331.95	9%
Staff Internal Dev/Trng - Web Based	15,000.00	1,250.00	-	13,750.00	8%
Staff Development & Training	15,000.00	-	1,077.50	13,922.50	7%
Mileage	7,600.00	19.65	6,230.00	1,350.35	82%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	-	38.00	2,462.00	2%
Materials-Periodicals	25,000.00	-	114.84	24,885.16	0%
Materials-Print/Non-Print <1 YR	730,200.00	18,549.00	7,074.18	704,576.82	4%
Materials-Print/Non-Print	1,220,380.00	24,973.03	80,326.41	1,115,080.56	9%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	102,700.00	7,195.41	89,804.59	5,700.00	94%
Contracted-Digital Services	548,252.00	6,578.23	13,590.32	528,083.45	4%
Contracted-Facilities	301,700.00	33,654.55	56,552.93	211,492.52	30%
Contracted-Equipment	67,200.00	1,193.80	1,458.63	64,547.57	4%
Contracted-Professional	294,700.00	12,892.75	42,667.60	239,139.65	19%
Contracted-E-Rate Services	1,740.00	-	-	1,740.00	0%
Digital Services Support	464,152.00	36,476.54	2,181.31	425,494.15	8%
Furniture/Equipment	45,000.00	-	-	45,000.00	0%
Insurance	64,000.00	7,129.00	-	56,871.00	11%
Marketing & Communication	61,256.00	1,247.69	21,121.76	38,886.55	37%
Memberships/Dues	30,900.00	9,250.00	968.00	20,682.00	33%
Miscellaneous	5,000.00	145.86	-	4,854.14	3%
Payments to Other Libraries	127,238.00	-	-	127,238.00	0%
Postage/Shipping	59,786.00	30,000.00	-	29,786.00	50%
Printing	110,976.00	165.00	1,518.88	109,292.12	2%
Programming	103,480.00	1,498.05	1,002.30	100,979.65	2%
Special Events	-	-	-	-	0%
Special Projects	1,702,500.00	679.29	2,211.20	1,699,609.51	0%
Supplies-Facilities	101,920.00	1,314.34	55,512.20	45,093.46	56%
Supplies-Office/Library	93,184.00	6,178.12	2,750.00	84,255.88	10%
Supplies-Processing	46,800.00	3,217.24	3,003.33	40,579.43	13%
Telecommunications	155,064.00	-	-	155,064.00	0%
Transfer Out	1,000,000.00	-	-	1,000,000.00	0%
Utilities-Electric	389,526.00	8,440.54	45,309.46	335,776.00	14%
Utilities-Gas	71,007.00	248.29	-	70,758.71	0%
Utilities-Water/Sewage	37,128.00	214.83	-	36,913.17	1%
Vehicle-Gas	43,870.00	3,019.03	-	40,850.97	7%
Vehicle-Repair	60,000.00	1,244.59	45,983.76	12,771.65	79%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	0.08	-	(0.08)	N/A
TOTALS	\$ 18,713,679.00	\$ 832,416.25	\$ 492,122.32	\$ 15,739,140.43	8%

**Topeka and Shawnee County Public Library
General Fund**

1/31/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ 2,973,704.00	\$ 4,415,932.44	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,939,037.00	7,621,594.25	55%
Revitalization Rebates	(119,110.00)	(80,511.09)	68%
Back Tax	-	42,836.54	N/A
Motor Vehicle Tax	1,557,671.00	47,360.88	3%
Recreational Vehicle Tax	17,297.00	365.19	2%
16/20M Vehicle Tax	5,960.00	5,619.00	94%
In Lieu of Tax	35,897.00	40,690.09	113%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	5,004.34	9%
E-Rate Reimbursement	19,329.00	-	0%
Fees and Charges	22,590.00	5,715.89	25%
Reimbursements	153,984.00	-	0%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	19,848.79	99%
	<u>\$ 15,739,974.00</u>	<u>\$ 7,708,523.88</u>	49%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,806,703.00	614,381.41	7%
Other Staff Support Costs	181,817.00	21,462.20	12%
Library Collections	1,978,080.00	131,075.46	7%
Contracted Services	1,316,292.00	265,588.81	20%
Digital Services Support	464,152.00	38,657.85	8%
Furniture/Equipment/Art	53,000.00	-	0%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	2,890.49	0%
Utilities & Telecommunications	652,725.00	54,213.12	8%
Vehicles	103,870.00	50,247.38	48%
Other Operating Expenditures	677,301.00	146,021.85	22%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,713,678.00</u>	<u>\$ 1,324,538.57</u>	8%
Prior Year Canceled Purchase Orders		<u>\$ 16,569.49</u>	
Unencumbered Balance 1/31/2023	\$ -	<u>\$ 10,816,487.24</u>	

**Topeka and Shawnee County Public Library
Special Revenue Funds**

1/31/2023

EMPLOYEE BENEFITS

	2023 Budget	Year To Date	%
Balance 01/01/2023	\$ 1,121,486.00	\$ 1,962,696.59	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,626,746.00	\$ 1,984,513.72	55%
Revitalization Rebates	(30,991.00)	(20,969.66)	68%
Back Tax	-	10,704.65	N/A
Motor Vehicle Tax	414,748.00	11,195.46	3%
Recreational Vehicle Tax	4,605.00	86.28	2%
16/20M Vehicle Tax	1,587.00	1,329.94	84%
In Lieu of Tax	11,684.00	10,590.73	91%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	1,182.95	8%
Refund-Fringe Benefits-Foundation	48,256.00	-	0%
Refund-Fringe Benefits-Friends	20,829.00	-	0%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	-	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	940.82	N/A
Interest on Idle Funds	5,000.00	6,006.02	120%
	\$ 4,128,019.00	\$ 2,005,580.91	49%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,503.00	\$ -	0%
Cafeteria Plan Administration Fees	2,725.00	-	0%
Social Security/Medicare	673,713.00	43,357.86	6%
Ks Public Employees Retirement Sys	809,090.00	56,511.57	7%
Worker's Compensation	54,000.00	48,344.91	90%
Unemployment Tax	88,948.00	25,398.99	29%
Health/Dental Insurance	3,213,526.00	335,724.22	10%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,249,505.00	\$ 509,337.55	11%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 1/31/2023	\$ -	\$ 3,459,185.95	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

CAPITAL IMPROVEMENT

Balance 01/01/2023	\$ 5,275,079.91
<u>Revenue:</u>	
Transfer In	\$ -
Interest received	15,557.38
	\$ 15,557.38
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 1/31/2023	\$ 5,290,637.29

STATE AID

Balance 01/01/2023	\$ -	\$ -
<u>Revenue:</u>		
State Aid	-	-
	\$ -	\$ -
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 1/31/2023	\$ -	\$ -

**Topeka and Shawnee County Public Library
Debt Service Fund - Bond and Interest**

1/31/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	(1,058.30)	-4%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	20.52	N/A
16/20M Vehicle Tax	-	6.28	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	-	0%
	<u>\$ 25,050.00</u>	<u>\$ (1,031.50)</u>	-4%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 1/31/2023	<u><u>\$ -</u></u>	<u><u>\$ (1,031.50)</u></u>	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of January 31, 2023

Capital Improvement Funds-Community National Bank

\$ 5,290,637.29 at 3.9175% (money market account)

Municipal Investment Pool

\$ 15,282,243.54 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average January 1 - 31, 2023 was 3.0%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	1/19/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,804.73	-97381
15	21516	0	1/19/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,015.70	-97381
15	21517	0	1/19/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,967.39	-97381
10	21513	0	1/19/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,526.80	-97381
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 47,314.62	-97381 Total
10	21509	0	1/19/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,523.89	-97378
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,523.89	-97378 Total
10	21505	0	1/31/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,873.76	-97377
15	21516	0	1/31/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,112.68	-97377
15	21517	0	1/31/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,978.90	-97377
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 45,965.34	-97377 Total
10	21509	0	1/31/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,523.89	-97374
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,523.89	-97374 Total
10	21501	0	1/13/23	PAYLOCITY	Federal W/H	\$ 20,418.27	-97372
10	21502	0	1/13/23	PAYLOCITY	Statement W/H	\$ 10,960.00	-97372
15	21521	0	1/13/23	PAYLOCITY	State Unemployment	\$ 2,191.07	-97372
10	21503	0	1/13/23	PAYLOCITY	Social Security EE	\$ 17,970.07	-97372
15	21504	0	1/13/23	PAYLOCITY	Social Security ER	\$ 17,970.07	-97372
10	21503	0	1/13/23	PAYLOCITY	Medicare EE	\$ 4,202.51	-97372
15	21504	0	1/13/23	PAYLOCITY	Medicare ER	\$ 4,202.68	-97372
10	21514	0	1/13/23	PAYLOCITY	Child Support	\$ 1,098.38	-97372
10	21514	0	1/13/23	PAYLOCITY	Child Support	\$ 331.15	-97372
				<i>Remittance of payroll taxes, garnishments and Paylocity fees</i>		\$ 79,344.20	-97372 Total
10	21501	0	1/27/23	PAYLOCITY	Federal W/H	\$ 19,041.93	-97371
10	21502	0	1/27/23	PAYLOCITY	Statement W/H	\$ 10,196.00	-97371
15	21521	0	1/27/23	PAYLOCITY	State Unemployment	\$ 2,057.46	-97371
10	21503	0	1/27/23	PAYLOCITY	Social Security EE	\$ 17,977.45	-97371
15	21504	0	1/27/23	PAYLOCITY	Social Security ER	\$ 17,140.68	-97371
10	21503	0	1/27/23	PAYLOCITY	Medicare EE	\$ 4,204.39	-97371
15	21504	0	1/27/23	PAYLOCITY	Medicare ER	\$ 4,008.71	-97371
10	21514	0	1/27/23	PAYLOCITY	Child Support	\$ 1,429.53	-97371
10	41000	313	1/27/23	PAYLOCITY	January Fees	\$ 5,854.64	-97371
				<i>Remittance of payroll taxes, garnishments and Paylocity fees</i>		\$ 81,910.79	-97371 Total
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Job AD	\$ 140.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Donner Dinner Party Game	\$ 19.07	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Soft Chalk Pastels	\$ 13.85	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Crayola Glitter Sidewalk	\$ 10.38	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Crayola Drawing Chalk	\$ 7.11	-97370

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Black Cardstock	\$ 10.60	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Watercolor Paper	\$ 18.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Acrylic Paint Set w Brush	\$ 22.09	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Acrylic Paint Set w Brush	\$ 1.75	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Metallic Paint Set	\$ 23.99	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Metallic Paint Set	\$ 6.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	H&B Art Supply Set 72pc	\$ 24.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Canvas Multipack	\$ 29.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Hanging Clips	\$ 16.76	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Hanging Clips	\$ 1.02	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Steel Curtain Wire	\$ 35.60	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Steel Curtain Wire	\$ 33.56	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Induction Cookware	\$ 108.27	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Induction Cookware	\$ 2.70	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Skipbo/Uno Combo	\$ 16.70	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Skipbo/Uno Combo	\$ 3.04	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Escape Room: Werewolf	\$ 32.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Spoof	\$ 15.95	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Spoof	\$ 14.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Clue	\$ 6.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Artsy Fartsy	\$ 19.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Twangled	\$ 26.95	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Giant Jenga	\$ 99.95	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Duxtop Burner	\$ 158.97	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	USB-C to HDMI adapter	\$ 71.95	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	6 ft. usb printer cables	\$ 42.70	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	blood and fluid clean up	\$ 80.88	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Educator Bundle	\$ 159.00	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Educator Bundle-Shipping	\$ 19.28	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	GROK Your World	\$ 92.80	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Holiday Conversation Pack	\$ 80.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Family Conversation Pack	\$ 80.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Familia En Español	\$ 100.00	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Table Topics-Taxes	\$ 23.79	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Uncurated	\$ 100.00	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Uncurated-Shipping	\$ 8.82	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Nozzle covers	\$ 3.60	-97370
10	41000	320	1/24/23	COREFIRST BANK & TRUST	Nozzle covers -Shipping	\$ 8.96	-97370

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Replacement MP3 players.	\$ 98.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bright Yellow Cardstock	\$ 46.47	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bright Green Cardstock	\$ 46.47	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Joyful 5-Color Assortment	\$ 52.47	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Classic 5-Color Assortmen	\$ 52.47	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Flourescent 5-Color Assor	\$ 52.47	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Sunny 5-Color Assortment	\$ 52.47	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Punchy Pastel 5-Color Ass	\$ 59.97	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bright Blue Cardstock	\$ 46.47	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	knitting needles sz 7	\$ 237.22	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	San Jamar dispenser	\$ 214.95	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	4-Piece Mdf Pegboard in B	\$ 124.00	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	4-Piece Mdf Pegboard TAX	\$ 11.35	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Vinsot 500 Pack 3-1/4 Inc	\$ 19.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Micro HDMI adapter	\$ 14.91	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Cardboard tubes	\$ 27.99	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Cardboard tubes	\$ 14.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Tire chain tightners	\$ 20.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	suitcase weights	\$ 62.27	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	tire chains	\$ 79.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	46 inch blade	\$ 249.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Dustoff comp air 10oz6pk	\$ 31.00	-97370
10	41000	420	1/24/23	COREFIRST BANK & TRUST	Dustoff comp air 10oz6pk	\$ 33.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Iso. alcohol 16oz 12pk	\$ 29.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Clorox wipes 3pk 2 units	\$ 44.98	-97370
10	41000	420	1/24/23	COREFIRST BANK & TRUST	Clorox wipes 3pk 2 units	\$ 5.22	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Hand Sanitizer 2lit pumpq	\$ 26.09	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Hand Sanitizer 12oz 12pk	\$ 56.99	-97370
10	41000	420	1/24/23	COREFIRST BANK & TRUST	Hand Sanitizer 12oz 12pk	\$ 6.21	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	6 inch white	\$ 59.97	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	3ft white	\$ 134.50	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	1ft white	\$ 168.00	-97370
10	41000	320	1/24/23	COREFIRST BANK & TRUST	Monoprice Shipping	\$ 3.00	-97370
10	41000	320	1/24/23	COREFIRST BANK & TRUST	6 inch white-RETURN	\$ (59.97)	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Logitech mac mouse	\$ 99.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	USB hub for data transfer	\$ 44.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	2-pack usb adapter	\$ 12.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	knitting needles size 7	\$ 94.80	-97370

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/24/23	COREFIRST BANK & TRUST	knitting needles size 7	\$ 93.78	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	knitting needles size 7	\$ 3.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Refrigerator -White	\$ 579.99	-97370
10	41000	736	1/24/23	COREFIRST BANK & TRUST	Refrigerator -White	\$ 50.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Kitchen Cart -off white	\$ 262.40	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	600 pc. assorted ties	\$ 9.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Rescue Ready CPR kit	\$ 105.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Pediatric Pads DDP-2002	\$ 337.59	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Value Package Defibtech	\$ 1,990.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	knitting needles size 7	\$ 73.80	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Xbox Series X console	\$ 499.99	-97370
10	41000	320	1/24/23	COREFIRST BANK & TRUST	Xbox Series X console TAX	\$ 45.75	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	TV Wall mount	\$ 2,759.96	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Job posting	\$ 500.00	-97370
10	41000	313	1/24/23	COREFIRST BANK & TRUST	Job posting	\$ 25.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	6inch white	\$ 47.01	-97370
10	41000	320	1/24/23	COREFIRST BANK & TRUST	MONOPRICE	\$ 3.03	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	bottom whorl spindle	\$ 22.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	top whorl spindle	\$ 18.00	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	YARN BARN-Shipping	\$ 8.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	AUX cables	\$ 12.58	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Key fobs RFID	\$ 27.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bright Finish Nails	\$ 4.56	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	8-ft 16/3 3-Prong Indoor	\$ 21.96	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	2-in Steel Putty Knife	\$ 8.56	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	DryDex 32-oz	\$ 10.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	30-ft Auto Lock Tape Meas	\$ 3.96	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	30-ft Auto Lock Tape Meas	\$ 18.03	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	9-in 3 Vial Torpedo Leve	\$ 19.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	T50 Heavy Duty Manual Sta	\$ 19.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Heavy-Duty Staples	\$ 4.98	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Lowes Taxes	\$ 10.31	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	1/4-in x 3-in Zinc-plated	\$ 10.80	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	1/4-in x 3-in Zinc-TAX	\$ 0.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	18-Piece 3/8-in Drive Set	\$ 65.48	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	18-Piece 3/8-in Drive Set	\$ 31.65	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	case	\$ 44.35	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	phone	\$ 249.40	-97370

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/24/23	COREFIRST BANK & TRUST	2000 blue face masks	\$ 399.81	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	1000 Pcs Scrabble Tiles	\$ 26.69	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	26 Dry Erase Boards	\$ 39.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Arteza Black Canvas	\$ 60.74	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	KSIPZE 150FT LED Lights	\$ 59.96	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Sharpie Portrait Colors	\$ 10.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Sharpie Cosmic Colors	\$ 14.66	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Black Paint Pens	\$ 8.49	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Acrylic Pouring Paint	\$ 101.68	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	24 Pack Mini Easel	\$ 18.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	24 Pc Mini Canvas 3x3	\$ 20.99	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	24 Pc Mini Canvas 3x3	\$ 0.50	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Button Making Supplies	\$ 39.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bulk Degree	\$ 39.13	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bulk Men Degree	\$ 42.47	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Bulk Men Degree	\$ 1.12	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bulk Crest	\$ 17.49	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Bulk Crest	\$ 0.03	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bulk Toothbrush	\$ 15.99	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Bulk Comb	\$ 12.49	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	48 Count Balm	\$ 27.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	2-pack spandex tablecloth	\$ 285.34	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	72 round white tablecloth"	\$ 458.70	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	BUSINESS DIRECTORY PLUGIN	\$ 399.00	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	Job AD	\$ 310.00	-97370
10	41000	313	1/24/23	COREFIRST BANK & TRUST	Job AD	\$ 215.00	-97370
10	41000	736	1/24/23	COREFIRST BANK & TRUST	Best Buy	\$ (40.58)	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	45 Count Sharpies	\$ 32.98	-97370
10	23800	0	1/24/23	COREFIRST BANK & TRUST	500 Sticker Pack	\$ 19.99	-97370
10	41000	330	1/24/23	COREFIRST BANK & TRUST	Adjustment	\$ 1.77	-97370
				<i>Miscellaneous online orders paid by credit card</i>		\$ 14,814.82	-97370 Total
10	41000	325	1/3/23	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-97361
10	41000	313	1/3/23	RESERVE ACCOUNT	Wire Fee	\$ 10.00	-97361
				<i>2023 approved operating budget - postage</i>		\$ 30,010.00	-97361 Total
15	21521	0	1/31/23	PAYCOM PAYROLL LLC	2022 4th Qtr. State Unemployment Tax	\$ 21,152.68	-97360
						\$ 21,152.68	-97360 Total
49	41000	919	1/5/23	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 25,000.00	12071

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2023

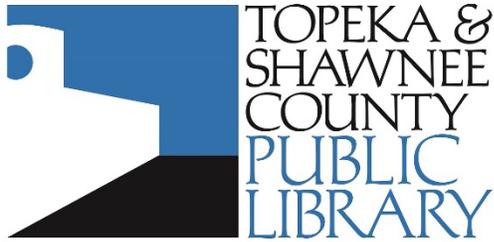
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Friends funding request approved by Board on 10/20/2022 included \$25,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>		\$ 25,000.00	12071 Total
10	23800	0	1/5/23	DELL MARKETING LP	55 Touch display"	\$ 10,160.64	98814
10	23800	0	1/5/23	DELL MARKETING LP	Micro computer	\$ 2,612.00	98814
				<i>2022 approved Facilities Master Plan budget - Wayfinding Project</i>		\$ 12,772.64	98814 Total
10	21512	0	1/5/23	DELTA DENTAL OF KANSAS, INC	EE December Premiums	\$ 2,566.22	98815
15	21512	0	1/5/23	DELTA DENTAL OF KANSAS, INC	ER December Premiums	\$ 9,722.58	98815
15	21512	0	1/5/23	DELTA DENTAL OF KANSAS, INC	Retiree Dec Premium	\$ 44.16	98815
10	21512	0	1/5/23	DELTA DENTAL OF KANSAS, INC	EE January Premiums	\$ 2,612.14	98815
15	21512	0	1/5/23	DELTA DENTAL OF KANSAS, INC	ER January Premiums	\$ 9,789.20	98815
15	21512	0	1/5/23	DELTA DENTAL OF KANSAS, INC	Retiree Jan Premium	\$ 44.16	98815
						\$ 24,778.46	98815 Total
10	23800	0	1/5/23	THE IVY GROUP LTD	Strategic Planning	\$ 9,145.00	98827
				<i>2022 approved operating budget - consulting fees</i>		\$ 9,145.00	98827 Total
10	23800	0	1/5/23	THE MORAN COMPANY LLC	Recruitment Fees	\$ 12,579.51	98828
				<i>2022 approved operating budget - contracted professional fees</i>		\$ 12,579.51	98828 Total
10	41000	323	1/5/23	URBAN LIBRARIES COUNCIL	Membership Renewal	\$ 9,000.00	98830
				<i>2023 approved operating budget - memberships and dues</i>		\$ 9,000.00	98830 Total
10	23800	0	1/5/23	VERIZON WIRELESS	mobile mifi cards	\$ 2,187.33	98831
96	23800	0	1/5/23	VERIZON WIRELESS	Public mifi cards	\$ 1,782.41	98831
10	23800	0	1/5/23	VERIZON WIRELESS	mobile mifi cards	\$ 2,187.33	98831
96	23800	0	1/5/23	VERIZON WIRELESS	Public mifi cards	\$ 772.22	98831
96	23800	0	1/5/23	VERIZON WIRELESS	Public mifi cards	\$ 1,050.81	98831
						\$ 7,980.10	98831 Total
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 24.09	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 24.09	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 24.09	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 62.28	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 24.09	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 24.09	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 22.73	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 22.73	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 22.73	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 24.09	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 22.73	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 24.09	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 22.73	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 24.09	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 22.73	98839

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 231.45	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 1,130.53	98839
10	23800	0	1/12/23	EVERGY	Electric Service	\$ 21,021.63	98839
						\$ 22,750.90	98839 Total
10	23800	0	1/12/23	KELLEY CONSTRUCTION CO., INC.	M&M LOUNGE RENOVATION	\$ 30,662.20	98845
10	23800	0	1/12/23	KELLEY CONSTRUCTION CO., INC.	Chg Order #2	\$ 458.00	98845
						\$ 31,120.20	98845 Total
10	41000	311	1/12/23	MCELROY'S INC.	PM service agreement	\$ 9,478.00	98848
					2023 approved operating budget - annual HVAC preventitave maintenance agreement	\$ 9,478.00	98848 Total
10	41000	301	1/12/23	OCLC, INC.	OCLC cataloging & ILL	\$ 7,195.41	98852
					2023 approved operating budget - monthly fee for cataloging and interlibrary loan database	\$ 7,195.41	98852 Total
10	23800	0	1/12/23	PAYCOM PAYROLL LLC	W-2s	\$ 1,529.75	98853
10	23800	0	1/12/23	PAYCOM PAYROLL LLC	W-3	\$ 75.00	98853
10	23800	0	1/12/23	PAYCOM PAYROLL LLC	ACA 1094	\$ 75.00	98853
10	23800	0	1/12/23	PAYCOM PAYROLL LLC	ACA 1095s	\$ 1,149.35	98853
10	41000	313	1/12/23	PAYCOM PAYROLL LLC	90 day online access	\$ 5,041.10	98853
						\$ 7,870.20	98853 Total
10	41000	330	1/12/23	WORLD INSURANCE ASSOCIATES LLC	Insurance rider for Gallery exhibit	\$ 184.00	98860
10	41000	321	1/12/23	WORLD INSURANCE ASSOCIATES LLC	Directors & Officers annual policy	\$ 5,123.00	98860
						\$ 5,307.00	98860 Total
10	23800	0	1/19/23	DRAPERIES BY DOROTHY	11 rolled up shades insta	\$ 6,094.00	98870
					2022 approved Facilities Master Plan budget - Level 2 Tech Center	\$ 6,094.00	98870 Total
10	41000	351	1/27/23	BLUEMARK ENERGY LLC	Energy Bill	\$ 8,440.54	98884
						\$ 8,440.54	98884 Total
10	41000	420	1/27/23	CAPITOL CITY OFFICE PRODUCTS	80 cases 8.5x11 paper	\$ 3,672.00	98885
10	23800	0	1/27/23	CAPITOL CITY OFFICE PRODUCTS	Steelcase Office Chair	\$ 49,101.32	98885
					RFP issued and bid approved by the Board on 11/17/2022	\$ 52,773.32	98885 Total
10	41000	311	1/27/23	JOHNSON CONTROLS FIRE PROTECTION LP	1515 contract	\$ 8,537.00	98892
10	41000	311	1/27/23	JOHNSON CONTROLS FIRE PROTECTION LP	1020 contract	\$ 807.00	98892
					2023 approved operating budget - annual maintenance agreement	\$ 9,344.00	98892 Total
10	41000	311	1/27/23	JOHNSON CONTROLS, INC.	renewal pm aggreement	\$ 5,229.75	98893
					2023 approved operating budget - annual maintenance agreement	\$ 5,229.75	98893 Total
10	41000	310	1/27/23	ONENECK IT SOLUTIONS LLC	Firewall	\$ 1,066.09	98898
10	41000	320	1/27/23	ONENECK IT SOLUTIONS LLC	48 Port Network Switch	\$ 28,395.92	98898
10	41000	320	1/27/23	ONENECK IT SOLUTIONS LLC	48 Port POE Nework Switch	\$ 6,642.00	98898
10	41000	320	1/27/23	ONENECK IT SOLUTIONS LLC	24 Port POE Network Switc	\$ 787.26	98898
10	41000	320	1/27/23	ONENECK IT SOLUTIONS LLC	24 Port Telephone Switch	\$ 650.59	98898
10	41000	310	1/27/23	ONENECK IT SOLUTIONS LLC	24 Port Software Support	\$ 255.28	98898

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number	
				<i>2023 approved operating budget - sotware support and hardware</i>		\$	37,797.14	98898 Total
10	23800	0	1/27/23	SCHENDEL LAWN AND LANDSCAPE	snow removal	\$	700.00	98901
10	23800	0	1/27/23	SCHENDEL LAWN AND LANDSCAPE	snow removal	\$	450.00	98901
10	23800	0	1/27/23	SCHENDEL LAWN AND LANDSCAPE	snow removal	\$	315.00	98901
10	41000	311	1/27/23	SCHENDEL LAWN AND LANDSCAPE	PM contract PO	\$	5,132.79	98901
				<i>2023 approved operating budget - annual lawn maintenance and snow removal</i>		\$	6,597.79	98901 Total
10	41000	321	1/27/23	THE CINCINNATI INSURANCE COMPANY	Boiler & Machinery	\$	2,006.00	98902
15	41000	260	1/27/23	THE CINCINNATI INSURANCE COMPANY	1st qtr workers comp ins	\$	11,964.00	98902
						\$	13,970.00	98902 Total
						\$	656,784.19	Grand Total



Agenda

Executive Committee Members Present

Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Peg Dunlap – Treasurer, Joan Hicks – Secretary

Call to order

The meeting of the Board of Trustees Executive Committee was held on Monday, February 6, 2023, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the January 9, 2023, Board of Trustees Executive Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the January 9, 2023, Board of Trustees Executive Committee Meeting Minutes were approved.

Motion passed unanimously.

The minutes from the January 19, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees February 16, 2023, meeting were reviewed.

Chief Financial Officer Kim Strube will share about the audit starting this week. Strube explained that she might have a new bank investment resolution. Every year she mails a letter to local banks and institutions asking if they would like the library's business and what their rate is. If anybody responds, then Strube will review and recommend to invest outside of the municipal investment pool if the rate exceeds what the pool will pay.

Chair Jim Edwards shared he will speak about how the Trustee Executive Committee met and approved January's minutes and will ask to approve the January Board of Trustees Meeting Minutes.

Chief Executive Officer Marie Pyko will report on where we are in the strategic plan. The board meeting will be on the Thursday before a big week. Staff Development Day will happen on the following Monday and our strategic planning consultants will be in Topeka that whole week to conduct staff forums, community meetings, and focus groups. Pyko will speak with Thad to decide a date for active shooter training for staff.

Chief of Staff Thad Hartman shared he plans on bringing bids for the re-roofing of the 1020 building. It would be a similar roof to what the main building has but it's a much smaller project. Bids are due Wednesday. Thad stated he did get an estimate of cost for the re-roof but hasn't received bids yet.

Pyko shared that Curator Zan Popp will present about the newest travelling exhibit, Shades of Greatness. This is an exhibit funded by the National Endowment for the Humanities. Pyko shared there will be three VIP tours happening right before the exhibit opens and the board will be invited.

Other Items

Executive Assistant Aubrey Conner shared about the process for city appointees to the Topeka and Shawnee County Public Library Board of Trustees. Jane Murray from the Mayor's office shared that she will reach out to Conner when an appointee's term is coming to an end to ask if the library would like to have them reappointed. If so, Murray then sends them an email requesting them to apply for reappointment or send in a letter of resignation if they'd like to leave the board.

Pyko extended an invite to those on the call to attend Staff Development Day on Monday, February 20. The focus is on the community this year as for the first time ever, all library staff will be going on a bus tour of Topeka. Our Ivy Group consultants will join us on Staff Development Day.

Vice Chair Shawn Leisinger shared he is thrilled to see something advertised that the library was doing community wide. He also drives by two bookmobiles on his way to work every day.

No other items were discussed

Adjournment

On a motion by Joan Hicks, seconded by Shawn Leisinger, the meeting was adjourned at 4:16 pm.

Next Meeting

March 6, 2023

4:00 pm

Zoom Meeting

<https://tscpl.zoom.us/j/84540244825>

Meeting ID: 845 4024 4825

Passcode: 291185

CHIEF EXECUTIVE OFFICER'S REPORT
February 2023

News and Updates

Dolly Parton's Imagination Library (DPIL) with the United Way of Kaw Valley

At the end of January, there were 5,807 children 0-5 years old who were enrolled in the program. In reviewing the bar chart included with my report, it appears we are seeing growth in most zip codes included the areas we have identified as growth opportunities.

Organizational Planning and Vision

Strategic Plan 2023

On February 20, 2023, our strategic planning consultants arrive to spend a week meeting and learning from our library staff and our community. We have 4 community meetings and 4 community focus groups scheduled during that week. Aubrey Conner has been integral in handling all the of the logistics and it should be a very successful and full week. The consultants will be in Topeka for 4 days and will have the opportunity to meet and talk with citizens from all over the community. We have worked closely with strategic partners to host meetings. The ability to ensure opportunities for our large and diverse community was central in our planning.

A big thank you to our planning team and especially Aubrey Conner who is handling all the logistics of supplies, refreshments and staff needs.

Community Meetings scheduled:

- Mon, Feb 20 | 6-7pm | Antioch Missionary Baptist Church, 1100 SE Washington
- Tue, Feb 21 | 6-7pm | Prince of Peace Lutheran Church, 3625 SW Wanamaker
- Wed, Feb 22 | 10:30-11:30am | The Edge at the Library
- Wed, Feb 22 | 1:30-2:30pm | Washburn University Mabee Library Room 100W
- Thu, Feb 23 | 4-5pm | Sunrise Optimist, 720 NW 50th St

In addition, we will have 3 Focus groups:

- +55 and retirees | Thu, Feb 23 | 10:30-11:30 | The Library
- Active/Engaged Young Professionals | Wed, Feb 22 | 6:00 pm | Omni Circle
- Spanish Speaking Community | Thu, Feb 23 | 6:00 pm | The Library

Finally, we are hosting 4 staff forums for all staff interested to participate in group facilitated discussions with the Ivy Group during that week as well.

Upcoming Training

We remain interested in planning an Active Shooter training for staff in the near future. Greg Gaul, Safety and Security supervisor is coordinating the training with the Topeka Police Department. We had hoped to have it in March however will need to schedule at a later date that works with the Police. For the training, we will have a late open for the day so we can have only staff involved with the training. Once date is confirmed, I will discuss the scope of the training and also the date we will need to open after noon.

New Business

It has been over 20 years since we have replaced the roof for the 1020 SW Washburn building which houses our Community Services department, The Library Foundation, and the staff Training Center. The re-roofing of the building was included in the Facilities Master Plan deferred maintenance plan and the 2023 annual budget request. The staff recommendation, bid form and resolution are included in the February board packet.

Professional Activities/Community Contacts

January 17, 2023 Attended the Intergovernmental Cooperation Council

January 19, 2023 Attended the Urban Library Council Director Zoom call

January 19, 2023 Attended a meeting with the Capper Foundation

January 23, 2023 Met with Ashley Charest for her first day onboarding for the Library Foundation

January 23, 2023 Attended the Governmental Affairs Committee of Kansas Library Association

January 26, 2023 Met with United Way Kaw Valley on DPIL MOU revisions

January 31, 2023 Met with the Silver Lake Board of Directors

February 1, 2023 Met with Kathleen Marker YWCA, Debbie Stanton, and Autumn Friedli to discuss future plans for the racial justice book club.

February 3, 2023 Met with Kim Strube, Mike Lesser and Derek Rowe about additional insurance needs.

February 3, 2023 Met with Dan Holmgren, Imagemaker regarding website project

February 6, 2023 Attended Audit kickoff meeting with BT & Co

February 6, 2023 Attended National Issues Forum Institute Board Meeting

February 6, 2023 Attended the Governmental Affairs Committee for KLA

February 6, 2023 Attended the Board of Trustees Executive Committee meeting

February 7, 2023 Visited with the Library retirees' group

February 8, 2023 Attended the Community Impact Committee for United Way Kaw Valley

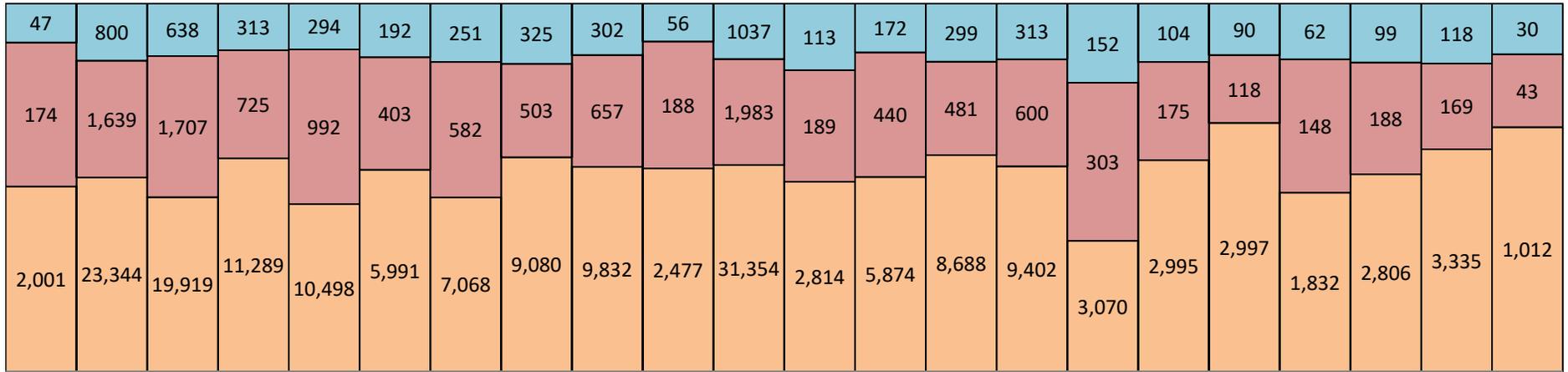
February 8, 2023 Met with Dene' Mosier with the Kansas Children's Discovery Center

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 2/10/23

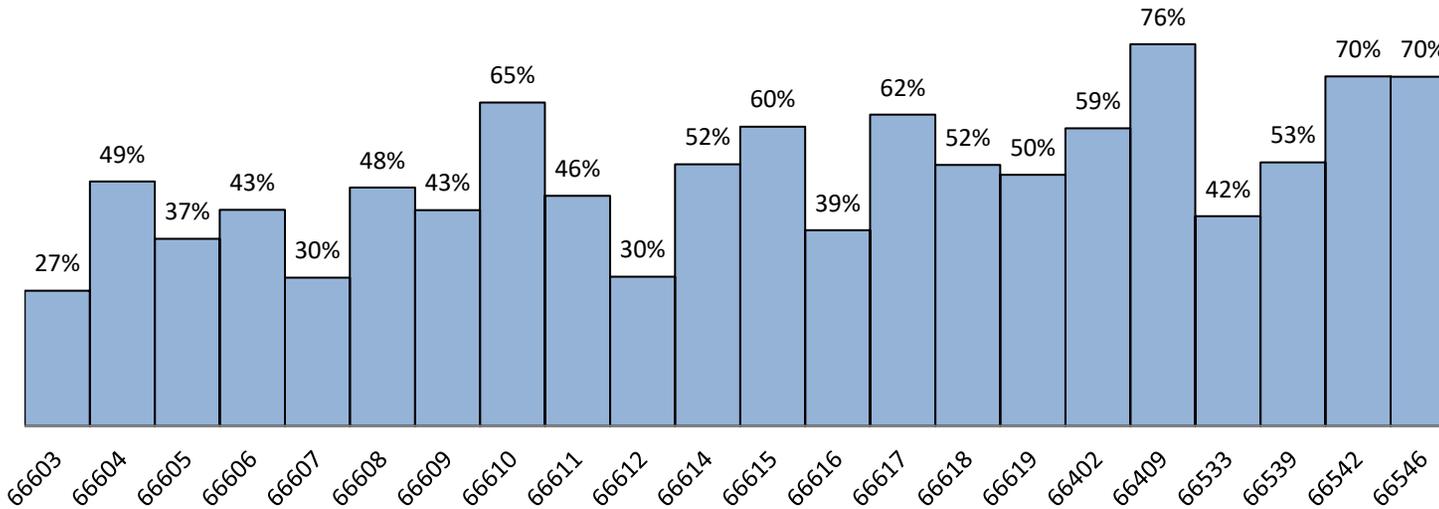
Number of children currently enrolled: **5,807**

JANUARY 2023 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

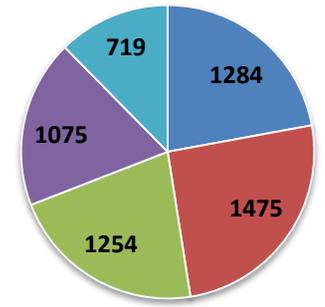


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



AGE OF CHILDREN

- 4-5 yrs old
- 3-4 yrs old
- 2-3 yrs old
- 1-2 yrs old
- 0-1 yrs old



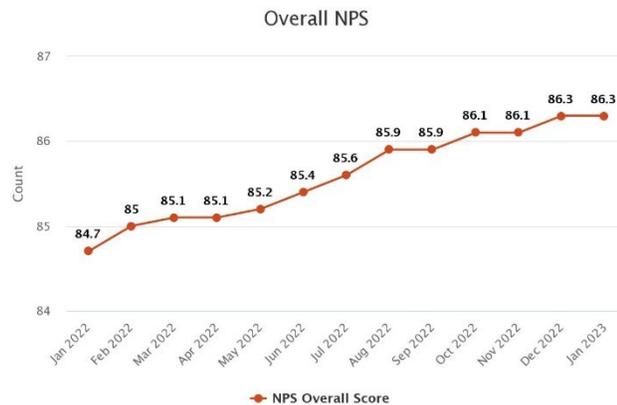
Chief of Staff Report

Thad Hartman
February 9, 2023

Net Promoter Score

Data Analyst Robert Soria has been working to create several online dashboards to provide quick and easy access to some of the Library's Key Performance Indicators (KPIs). One such dashboard provides an overview of the Library's Net Promoter Score (NPS). NPS is a method to help measure customer satisfaction.

To measure NPS a survey is emailed to a random sample of customers who recently used their library card. They are asked one question: On a scale from 0 (not at all likely) to 10 (very likely), how likely are you to recommend the library to others? In general, the higher the number the better. Businesses with scores of 70+ tend to have loyal customers with high satisfaction.



Our overall NPS has been steadily rising since last year. In addition to the NPS, we also gather customer comments. Comments on surveys with low scores allow us to address concerns that may resolve a specific situation or an underlying procedural issue. We also receive numerous positive comments, some of which can be used by Communications and Marketing. You can find the NPS dashboard at <https://tscpl.libinsight.com/TSCPLNPS>.

Robert has also put together a dashboard on Visitor Counts at the Library, which can be found at <https://tscpl.libinsight.com/TSCPLDoorCounts>. January felt especially busy, and the visitor counts bear that out. January 2023 had a 53% increase in visitors compared to January 2022! While this information is included in the Monthly Stat Report at the end of the board packet, the dashboards make it easier to make sense of the data and spot trends within specific KPIs.

A big thanks goes to Robert for creating and updating this information. This work is crucial in making the data easier to access and understand for everyone in the library.

Wayfinding Signs

Phase 1 of the Wayfinding project is nearing completion with the installation of the monument signs in the rotunda and on the second floor. In January the cabinetry and 3 out of 4 monitors were installed. There is a solid surface that still needs to be installed on the lower portion of the cabinetry that will finish off the surround. This is scheduled to occur on February 24. We will also have a map and sign attached to the column in the Atrium at this time. We are waiting for a part for the



bracket on the fourth monitor. Once that is received, we will install the fourth and final monitor. Walking into the library, the monitors really stand out. One monitor is dedicated to meeting room information and the other is geared to general wayfinding.

Movies & Music Lounge

The Movies & Music Lounge is also nearing completion. The majority of the furniture was delivered and installed in January. The new furniture has received a great deal of positive comments, especially the additional tables and seating by the windows near the café.

Shelving is scheduled to be delivered on Monday, February 20. This is Staff Development Day, so the library will be closed. The good news is that this will allow for the delivery to take place utilizing the main hallway without interfering with the public. However, it will probably take all week to install the shelving and shift collections. Scarlett has been working closely with the install team and our facilities department to oversee the layout and collection shifting. We are going to try and make the installation as painless as possible, but there will probably be times that week in which parts or all of the Movies and Music collections will be unavailable to the public. However, library staff will be able to retrieve materials upon request.



Department Highlights

Public Services

Debbie Stanton, Manager

Trivia

Community Connections Librarian, Lissa Staley, shared the following about coming back to in-person trivia – Library Trivia is back in person and regaining our audience! The January events had 16 teams on Friday evening and 6 teams on Saturday afternoon, for a total of about 175 people. The ten rounds of questions included topics like Naming Television Couples, Kansas Day, Science, Sports, Celebrity Memoirs, and the Singers of Country Love Songs (pictures of the winning teams are below). Of special note: one of the top-three winning teams at Library Trivia: Afternoon Edition on Saturday included two

families of adults each with tiny infants. I wouldn't have said explicitly that the Saturday afternoon trivia was a perfect social outing for folks with brand new babies. But on that day, it was, and it was wonderful. The babies couldn't have contributed any answers to the trivia questions, but they certainly lowered that teams average player age!



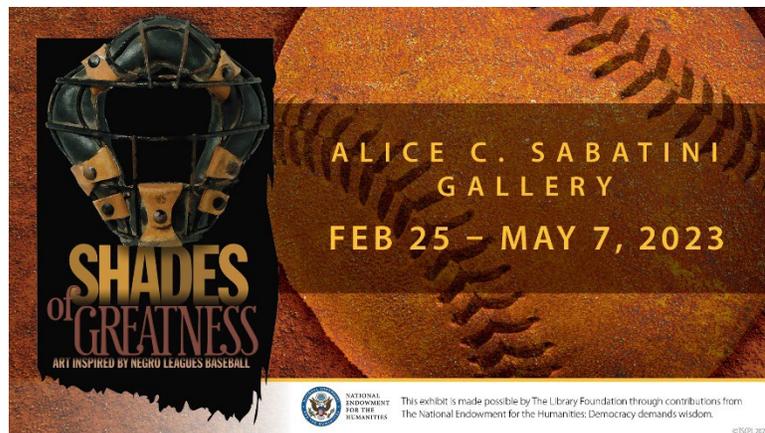
Library Trivia: Evening Edition Winning Team



Library Trivia: Afternoon Edition Winning Team

Shades of Greatness

The Gallery Team is very excited to be welcoming a stunning traveling art exhibit from the Negro Leagues Baseball Museum in Kansas City that features original works of art produced by diverse professional artists from across the country who interpret the Negro Leagues experience on-and-off the playing field. Renowned artist Kadir Nelson headlines the talented roster of artists who participated in *Shades of Greatness*. You're invited to an opening reception on Friday, February 24 from 5-8pm, which will include music by the Topeka Jazz Workshop and a theme of "[Dressing to the Nines](#)." The exhibit is made possible by The Library Foundation through contributions from The National Endowment for the Humanities.



Public Services

Autumn Friedli, Supervisor – Readers Services

Winter Reading Challenge

Oh Topeka & Shawnee County Readers, you outdid yourselves this January. We held our annual Winter Reading Challenge in the month of January and this year a record setting number of people completed the challenge – 1067 people completed the challenge. Our community logged 6979 books in January as part of the challenge. That's a WHOLE lot of page flipping! We had so many people the challenge, more mugs had to ordered to keep up with the demand!

Top City Reads Facebook Group

The group has started on a journey around the globe this year. Our Read Around the World theme has resulted in a lot of interaction within the group, as readers comment on their favorite authors and books and enjoy the fun tidbits, we are sharing about each place that we visit. So far, we have cruised through Canada and the United States, and we are about to head into Mexico. The group has grown to over 700 members and we're also looking forward to exploring the Caribbean with our group read this month – Black Cake by Charmain Wilkerson. Librarians Deb Ellerbrook and Miranda Ericsson oversee the Top City Read Facebook Group.

Top City Reads & Winter Reading Challenge Prize Pick Up Event

Our Top City Reads Together team hosted a fun and successful reader's social and challenge prize pick-up event on Saturday, January 21st. Nearly 350 readers with ages ranging from kids to seniors attended to pick up their prizes, play bookish trivia, make a Read Around the World journal, enjoy bookish coloring pages, and engage in conversation with library staff and each other. Feedback in person and online was very positive, with readers asking when we'll be hosting our next social event.



Red Carpet Outreach Delivery Service

This year is the officially unofficial 50th anniversary of the Red Carpet Outreach Service. The team is busy planning various ways to celebrate this Golden Anniversary, look for more details coming soon.

Community Impact

In September, Melissa Vincent was hired as the Community Impact Librarian. Melissa focuses on reaching out to communities that traditionally go underserved. She's hit the ground running with several initiatives. These initiatives include:

VIDA Ministry – Citizenship Classes

In collaboration with VIDA Ministry, what started out as a small study group meeting in the TEAM rooms is now a regular U.S. Citizenship Preparation Class that meets 3 times a week, in the Anton Room. Jorge Soto, a volunteer with VIDA, is leading the class with 8 regular attendees that include Filipino and Hispanic students, as well as a couple that drive from Lawrence.



The first day of class, where 15 potential students attended to learn more about the process of naturalization and access their English language skills.

Mirror, Inc.

In working with Kristen Shook, at Mirror’s transitional housing facility located at 25th & California, I now go on a bi-monthly basis, to present to their residents about library resources and sign residence up for library cards. This residential reentry program helps recently incarcerated individuals reintegrate into their communities.

Work for Success Parenthood Class

The Work for Success Parenthood Class, which is grant funded from DCF, came, and toured the library for the very first time! Thanks to Todd Smith and Sherry Hess for assisting me in sharing all the wonderful resources our library has to offer to parents and their families. The attendees not only all signed up for library cards but enjoyed the tour so much that the class director, Bobette Butler, is going to incorporate a tour into every new Parenthood Class session.



Work for Success Parenthood Group touring the Kid’s Library with Sherry Hess

ED 155

Working with Education Professor Dr. Nelson this month, I presented to a class of future educators about library resources that would assist them in their teaching journey. I signed up many of the students for library cards that are new to our area as well as upgraded many to their very own adult card!

Program Services

Jacqueline Belden, Program Manager

Fun at the Youth Media Mock Awards

On January 21, TSCPL hosted colleagues from Lawrence Public Library and the Northeast Kansas Library System for the 2023 Youth Media Awards mock awards! The Youth Media Awards are held yearly at the American Library Association’s midwinter conference, and they honor excellence in children’s literature from the previous publishing year (awards like the Newbery Medal, the



Caldecott, and the Printz Award are part of this ceremony!). Mock awards gather regional library staff to discuss books written for youth and vote on local and staff favorites while the American Library Association deliberates on the official award winners.

I and a few of our colleagues at Lawrence Public Library have attended mock awards in the Kansas City area in pre-pandemic years, but Lauren Taylor, an LPL children's librarian, and I connected over our desire for a northeastern Kansas regional event. We decided to make it a reality this year! It was such a fun and enriching opportunity to network, socialize, and simply talk books with our colleagues and neighbors at LPL and NEKLS. We hope to plan this as an annual event and expand our invitations further throughout the region!

Washburn Leadership Institute at TSCPL

Lissa Staley (Public Services) and I hosted the Washburn Leadership Institute in the Edge on January 28 for their spring community kickoff. It was such a pleasure to show these 49 emerging leaders our library, talk about its resources, and discuss leadership in the community together. A special thank you to library team members Miranda Ericsson, Trish Reuter, Susan Schafer, Jim Mosher, and Lissa for being wonderful, welcoming, and engaging tour



guides for students, and to Debbie Stanton for organizing those tours! The WLI organizers were pleased with the turnout and were especially complimentary of how engaging the event was for attendees.

Public Training Update from Shari Schawo, Public Training Professional

Shari reports that library staff have helped library customers with computer and gadget issues and questions in 57 one-on-one appointments in January.

On February 3, Shari presented the following update on technology classes at the library to the Get Digital Coalition at a meeting:

“Interactions have been positive with people. Many times, people will come to more than one class and chat and get to know each other, even give advice and support to each other. This week a class attendee talked about getting hacked and the class were interested in his experience and congratulated him on pulling the plug before they got into his accounts. It gave everyone the opportunity to share online security incidents that everyone could be aware of. I have people come to class who mention they don't have a computer and have the opportunity to tell them about Get Digital and people in class will jump in and tell them about it too.

I am adding new classes this year. This February, I am beginning Zoom for Beginners, and in March I am adding Online Safety for Beginners. This spring we will add Word-processing, Digital books, Spreadsheets and Cutting the Cable Cord, which is always popular.” Shari reports also that, since the

start of computer classes tailored for Get Digital participants in July 2022, she has taught 171 students at 35 beginner-level computer classes. We look forward to continuing our work with Get Digital and to evolving these classes even more!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Typically, January is a slower month in Youth Services. We have blamed the weather, illnesses and so forth in the past for that. This year has been different. The foot traffic has been higher than usual for programs and services alike. We are hoping the trend continues through the year.

Kids' Librarian, Natalie Moreland, shared after a family-style event, "Dragons vs. Unicorns was a hit! Look at how these kids are leaning into Marlana's storytelling, and you can also see several of the dragon and unicorn tails participants made.



We had planned for 75 and had 180 people show up for this event! So exciting! This event gave kids the chance to get excited about their favorite book characters, choose a free book to take home, and do a variety of activities that let them be creative and build skills, from unicorn farts to dragon tails to the amazing spinner of questions and activities. We had excellent volunteers who helped keep things moving at the stations. In a very close vote, dragons beat out unicorns, 57-52. Fun and learning: it's what we do!"



Marlana Hodgkinson, Youth Service Specialist, added, "And here's Natalie really rocking her storytime too! The kids were completely involved and interacting with her!"



Jacqueline Belden, Program Manager, sent a picture of Kyler Carpenter, Youth Services Specialist, warming up a Saturday morning crowd for Musical Storytime.

Community Services

Patrick Berry, Community Services Supervisor

Kansas Connections

We had a great response in January to our Kansas-based programs. We held 38 reported programs during the month. This is exciting and something for the team to look at continuing in 2024.

Bookmobile

We are excited to see that there has been an uptick in the number of visitors to our bookmobiles versus the numbers we saw in Q1 of 2022. This is an excellent sign when we consider that customers are adjusting to a recent schedule change.

Emerging Library Leaders Program

The department is excited to announce that two of the team members, Dawn Buttery and Cale Herreman, have been selected to be part of the Emerging Library Leaders Program under the direction of Brenda Hough. This is an exciting opportunity for these team members to learn from some of our current library leaders.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Local History Collections

I'd like to share about several interesting collection-related stories that have come our way in this new year. We received an email from a gentleman living in North Carolina about a first edition copy of a book he wanted to donate to our library. The book is *The History of In His Steps* by Charles Sheldon. Written in 1938, it's Sheldon's narrative about his writing process in creating *In His Steps*. The book is signed by Sheldon. It was owned for many years by a university library in the Chicago area. While it's not in the best physical condition, it's still a unique book to add to our collection. We are one of 26 libraries worldwide to have a copy of this book. I appreciate that this donor thought of our library as the best place to re-home this book to and it adds something unique to the collection we already own on Charles Sheldon.

In January, we were contacted by a German professor working at a university in Germany. He is doing research on the history of the QWERTY keyboard and contacted us about a particular book in our collection. We are the only library in the world to have a manuscript copy of an unpublished book called *Early Shorthand and Typewriter Days in the North-West* by Dr. Henry Roby. Roby was a notable physician who lived in Topeka for over 40 years. He passed away in 1920 and is buried at Topeka Cemetery. In his manuscript, he details his involvement with the invention of the typewriter. His work with typewriters happened before he arrived in Topeka and after he got out of a Confederate-run Civil War prison camp (late 1860s). Prior to becoming a physician, he was a court reporter in Milwaukee, and it is there he befriended other young men working on various ideas about improvements to shorthand, court reporting technologies, etc. Fierce rivalries and competing ideas dominated with this small group of

inventors, each trying to figure out how to make the earliest typewriters work so that people could type quickly without the strikers for each letter getting jammed up. Roby was not the person who discovered the solution to that technological dilemma, but he was involved with others who did work on solving that problem. He details all of it in this one-of-a-kind book we have in the Topeka Room. The professor from Germany was very appreciative of the information I scanned and emailed to him. One of the best things about working in a library is that you never know what question someone may ask and this one was especially interesting to work on. It is our intent to bring unique items like the Roby book to a wider audience through digitization.

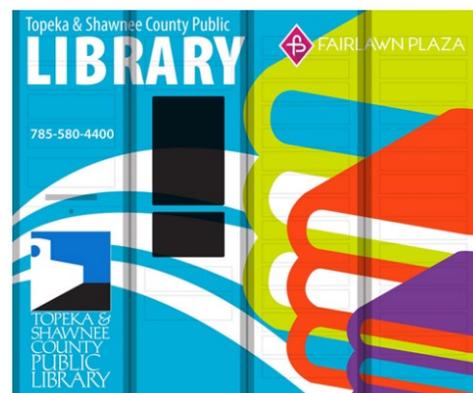
Last, we received a call from a gentleman who lives in New York City inquiring about our Rex Stout book collection housed in the Topeka Room. There is a Nero Wolfe fan club in New York. This gentleman had specific questions about materials we may have in the collection related to Rex Stout and wanted to learn if we have enough material to justify him making a trip to Topeka. Hayley Swisher, a Public Services Specialist and one of our Class of 2022 Emerging Leaders, did a wonderful job working with this gentleman. She will continue to keep him informed about what we have in our collection and what else may be available for him in Topeka. We believe the Kansas Authors Collection at Washburn may have more resources for him. And speaking of Kansas Authors, the founder of the Kansas Authors Club in January 1904 was none other than local physician and typewriter enthusiast, Dr. Henry Roby.

As Louisa May Alcott said, “Preserve your memories, keep them well, what you forget you can never retell.” We’re in the business of keeping and sharing stories. It’s an honor to have material in our collection that tells the stories of the people and places that made Topeka the vibrant community it is today. We’ll be here whenever the next call for some detective history work comes our way.

Circulation Department
Angie Hardy-Foltz, Circulation Supervisor
Kelli Smith, Circulation Supervisor

Fairlawn Book Locker Appreciation

While Kathy Hagan, the library courier, was loading the Fairlawn Book Locker on January 25, 2023, two different customers expressed their appreciation for the library adding a book locker in the Fairlawn Plaza Mall. One of the patrons had used a book locker before when one was located at the HyVee grocery store. The other person was new to using book lockers but is enjoying the convenience of the service.



Usage is good, but there is plenty of room for growth still at this hold pickup location. According to the data queries done by Robert Soria and Shannon Eddings, the Fairlawn Book Locker has had 347 first-time checkouts in December and January.

Update on the Polaris Database Clean Up Project

The circulation department is in the middle of a Polaris database clean-up project. The project goal is to update temporary patron accounts to permanent library card holders. The department contacted around 1,700 customers to transition their temporary account over a permanent library card. Customers were instructed to activate their new library cards upon receipt to continue to access the library's resources. Circulation and interlibrary loan staff have answered a flurry of emails and phone calls to activate library cards these last two weeks. As of January 31, 34% of customers contacted (577 people) had successfully transitioned over to permanent accounts.

Database cleanup projects like this can be interesting and rewarding. Some customers share the impact the organization had on them as they contact staff about whether to keep or delete their accounts. I'm sharing one example with you all from a customer that closed their library account but expressed their appreciation for the time they were able to visit and access the library's materials:

I won't be needing an account anymore. My father in Topeka passed away... I appreciate so much knowing Topeka Library was a place of comfort where I could escape for some private time and peace of mind while I was in Topeka for 6 months. Topeka Library has always been my favorite library.

Digital Services

David King, Digital Services Director

Website

We are continuing to finish work on the redesigned library website. We are currently working with Imagemakers to finalize how search functionality needs to work, so that our customers will be able to quickly find the resources they need. Website cleanup on the rest of the site is also being done.

Kansas Broadband Summit

David attended the Kansas Broadband Summit. This was a day full of Kansas leaders sharing projects, ideas, and hopes about broadband and Internet access for Kansans. This is also an important issue for us, since many reports show that approximately 1/3rd of our community does not have easy and affordable access to broadband.

Robot donation!

The Brown vs. Board of Education National Historical Park had a Double 3 Telepresence Robot that they couldn't use in their building, and asked Debbie and I if the library wanted it. We said yes ... and we now own a robot! The Level 2 Tech Center staff have been working with it to learn how it works and are starting to plan how they can use it for events and classes.

Top Web Pages for January 2023

1. Library Catalog: 4413 Pageviews
2. Services Page: 4152 Pageviews
3. Winter Reading Challenge: 2776 Pageviews
4. Search: 2390 Pageviews
5. Discussion Questions for The Great Gatsby: 2141 Pageviews
6. Get a library card: 1739 Pageviews
7. About Page: 1707 Pageviews
8. Team Rooms: 1557 Pageviews
9. Work at the Library Page: 1483 Pageviews
10. My Account: 1371 Pageviews

Social Media Highlights for January 2023

Facebook

- Meet a library staffer (Mark, Facilities) – reached 4954 people
- What are you reading – reached 4827 people
- Fake Library Statistics – reached 4643 people

Twitter

- Winter Reading Challenge post – 461 impressions
- Learn & Play Bus post – 154 impressions
- Library closed for MLK Day post – 132 impressions

Instagram

- Early morning at the library – reached 535 people
- Melting Point exhibit post – reached 474 people
- Kids learning about the Gallery – reached 470 people

Communications & Marketing Board Report

January 12, 2023

Communications & Marketing Team

Diana Friend, C&M director | Ginger Park, communications editor | Karen Watson, graphic designer | Michael Perkins, web administrator & multimedia producer

C&M shares expertise* teaching Photoshop



From left to right: Ginger, (their friend ‘Pink Floyd’) Michael and Karen.

*Our staff are experts in their field and have the awards to prove it—we were just notified by the American Advertising Federation’s Topeka Chapter that we have won Addy Award(s) for our 2022 entries.

When the Level 2 Tech Center opened last fall, we were already thinking about the new tech classes that could be offered to introduce customers to the Digital Design Studio equipment and the Adobe Creative Suite software. The C&M staff were asked what classes they could teach, and they began working on developing Photoshop for Beginners class that will be offered February 18, 23, 25 and 28. As you can see from the photo above, this trio likes to have fun and even though they took the photo in the L2, they quickly photoshopped the picture to transport them to the beach!

To register for one of the February classes, go to events.tscpl.org/events and filter for “Photoshop for beginners.”

Does paid social media advertising have ROI?

The library is currently following a “digital-first” marketing strategy to attract customers that may not be library users or are not familiar with what the library has for them. One of the most successful digital strategies is the “Top City Reads Together” a Facebook group directed by Autumn Friedli’s Readers staff. This group has an active conversation about what they are reading, what they recommend and group members get their questions answered by the library staff in the group.



In January, two paid ads appeared on Facebook from January 16-29, with the goal of increasing members (Autumn worked with C&M on strategies and goals prior to launching this group in 2020, and has met three-years increasing the group membership and interest in reading.)

By the end of January, the ad was viewed 3,000 and as of today #Top City Reads Together has reached a new high of 716 members and a gain of 56 members since the ad was published. The ad-spend was \$33.70.

Phase 1 of wayfinding improvements nearly complete

Last year, the library worked on the first phase of its master wayfinding project to eliminate inconsistencies of directional signs and improve the customer’s ability to navigate the library independently. The first phase of this HTK Architect directed project encompassed looking at what was available in directional signs, kiosks that are available in static and digital formats. Four new touch-screen wayfinding kiosks have been installed in the main floor and 2nd level rotundas that allows for library visitors to view the daily schedule on the right monitor and a directional map in both English and Spanish on the left monitor (The Spanish-language map is not active at this point but will be as soon as the translation is complete!)

The Atrium, which is the center axis connecting to the main floor collections, will have static directional kiosks installed on the center pole and will direct visitors with a visual image of where things are located from the hall. The two sides of this kiosk are imaged for those entering from the south going north and for those exiting from the north going to the south.





Resolution – Bid for Reroofing of 1020 Building

**BOARD OF TRUSTEES
February 16, 2023**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Midwest Coating, Inc., in the amount of \$45,900 for reroofing the Community Services and Foundation building at 1020 SW Washburn Ave. This expenditure shall be paid from the General Fund, Special Projects line item.

Policy and Background Information:

The building at 1020 SW Washburn Ave currently houses The Library Foundation and the Community Services department. This includes staff spaces as well as the garage that houses library Bookmobiles, Red Carpet vehicles, and Bookmobile collections. The existing roofing has been in place for approximately 20 years and is beginning to deteriorate. During heavy rain, leaks in the building have become a fairly consistent issue. Up to this point this has been addressed by patching problem areas. While this has provided temporary fixes, the fixes have not lasted long and because of the age of the roof. A full replacement is necessary to fix the underlying issues and prevent further damage.

The current roof has a rolled asphalt covering. This project will include the removal and installation of new roof covering, repair and replacement of existing sheet metal flashing, replacement of damaged roof insulation due to moisture, and replacement of existing joint sealant at copings, masonry joints & openings.

Bid Process

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued January 13, 2023.

The RFP and related documents were posted on the Library's website and emails were sent to several local general contractors. A pre-bid conference and site visit was held on January 24, 2023. Two bidders were not able to attend this meeting but were allowed to schedule an alternate time for a site visit.

An addendum was issued February 1, 2023, in response to questions and to clarify portions of the specifications. These documents were posted on the Library's website.

Bids were received at a public meeting at 2:00 pm, February 8, 2023. Three bidders were present and submitted bids. Two other bids were submitted electronically.

Of the five bids that were received, three were in the \$45,000 - \$55,000 range, which is what we had expected for this project. The low bid is from Midwest Coating, who we have had positive experiences with in the past, and who did the reroof of the main building in 2019. We feel confident in moving forward with the low bid and in their ability to complete this project in a timely and satisfactory manner.

Staff Recommendation:

TSCPL staff recommends the low bid of \$45,900, submitted by Midwest Coating, Inc., Topeka, Kansas, be approved for reroofing the building at 1020 SW Washburn Ave.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Bid Tabulation

	Base Bid	Received Addendum	Site Visit
KC the Best Roofing	\$109,860	Yes	Yes
Alpha Roofing Commercial	\$69,548	Yes	Yes
Midwest Coating, Inc	\$45,900	Yes	Yes
Meridian Roofing Solutions	\$55,335	Yes	Yes
JB Turner and Sons Roofing and Sheet Metal	\$49,851	Yes	Yes

2023															2023	Annual %	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2022 YTD	Change		
Net Promoter Score (NPS)																	
Monthly NPS	84.3												84.3	91.9	-8.3%		
Monthly # of Responses	51												51	770	-93.4%		
Current NPS	86.3												86.3	86.3	0.0%		
GATE COUNT	36,300												36,300	23,639	53.6%		
2023															2023	2022 Annual %	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	%		
CIRCULATION*																	
Main Library																	
TSCPL Curbside	2,150												2,150	4,432	-51.5%		
Circulation Desk & Renewals	34,106												34,106	31,740	7.5%		
Interlibrary Loan	1,209												1,209	1,202	0.6%		
Self-Check	45,595												45,595	41,990	8.6%		
Bookmobile	6,631												6,631	5,097	30.1%		
TSCPL@Home	3,388												3,388	3,836	-11.7%		
Red Carpet	4,994												4,994	5,656	-11.7%		
Digital Downloads	55,686												55,686	52,207	6.7%		
Library @ Work / Smartlocker	1,390												1,390	1,766	-21.3%		
TOTAL CIRCULATION	155,149	-	-	-	-	-	-	-	-	-	-	-	155,149	147,926	4.9%		
* Includes first-time checkouts and renewals																	
FIRST-TIME CHECKOUTS	60,769												60,769	56,841	6.9%		
CIRCULATION DETAILS																	
Print Material	65,568	-	-	-	-	-	-	-	-	-	-	-	65,568	60,257	8.8%		
Audio/Visual Material	26,904	-	-	-	-	-	-	-	-	-	-	-	26,904	29,324	-8.3%		
Adult Materials	52,264	-	-	-	-	-	-	-	-	-	-	-	52,264	53,323	-2.0%		
Children's Materials	30,779	-	-	-	-	-	-	-	-	-	-	-	30,779	27,312	12.7%		
Young Adult Materials	2,851	-	-	-	-	-	-	-	-	-	-	-	2,851	2,571	10.9%		
Red Carpet Materials	6,543	-	-	-	-	-	-	-	-	-	-	-	6,543	6,357	2.9%		
NEW Patrons																	
Topeka / Shawnee County																	
Adults	752												752	438	71.7%		
Children (ages 17 and under)	165												165	100	65.0%		
Red Carpet Outreach	11												11	9	22.2%		
NEKL	48												48	81	-40.7%		
Non-Resident	2												2	0	N/A		
Total New Registrations	978	-	-	-	-	-	-	-	-	-	-	-	978	628	55.7%		
PATRONS DELETED	135												135	205	-34.1%		
Cardholders																	
Topeka / Shawnee County																	
Adults	60,506												60,506	59,695	1.4%		
Children (age 0 - 17)	14,844												14,844	14,809	0.2%		
TSCPL @ School	27,796												27,796	27,781	0.1%		
Red Carpet Outreach	1,259												1,259	1,252	0.6%		
NEKL	8,615												8,615	8,563	0.6%		
Non-Resident	102												102	100	2.0%		
Delinquent	92												92	97	-5.2%		
TOTAL CARDHOLDERS	113,214	-	-	-	-	-	-	-	-	-	-	-	113,214	112,297	0.8%		
Active Cardholders (Savannah)																	
Non-Student Cardholders	48,826												48,826	47,782	2.2%		
Student Cardholders	5,151												5,151	5,053	1.9%		
TOTAL ACTIVE CARDHOLDERS	53,997												53,997	52,835	2.2%		

	2023												2023 Total	2022 YTD	Change 20 TO 21%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Unique Borrowers															
Physical	7,918												7,918	23,386	-66.1%
Digital	9,362												9,362	17,671	-47.0%
Both	1,442												1,442	6,112	-76.4%
TOTAL UNIQUE BORROWERS	15,838	-	-	-	-	-	-	-	-	-	-	-	15,838	34,945	-54.7%
Holds Satisfied	15,683												15,683	16,395	-4.3%
TOTAL CHECK-IN	58,606												58,606	56,230	4.2%
COLLECTION															
Materials Added	2,954												2,954	3,481	-15.1%
Materials Discarded	3,426												3,426	2,690	27.4%
TOTAL COLLECTION	354,141												354,141	354,613	-0.1%
WEBSITE															
tscpl.org Unique Visitors	42,341												42,341	34,412	23.0%
tscpl.org Total Visits	66,457												66,457	55,438	19.9%
catalog.tscpl Unique Visitors	19,102												19,102	16,875	13.2%
catalog.tscpl Total Visits	43,041												43,041	39,879	7.9%
COMPUTER USE															
MIFI Hotspot Data Usage (TB)													0	0.37	-100.0%
Public Computer Sessions	8,100												8,100	5,782	40.1%
Avg Public Computer Session Length (Minutes)	0:55:24												0:55:24	0:47:35	16.5%
Total Computer Hours	7,480												7,480	4,585	63.1%
Wireless Sessions	29,530												29,530	20,362	45.0%
Avg Wireless Session Length (Minutes)	0:13:00												0:13:10	0:14:37	-9.9%
Total Wireless Hours	6,480												6,480	4,960	30.6%
TOTAL HOURS	13,960	-	-	-	-	-	-	-	-	-	-	-	13,960	9,545	46.3%
NOTARY SERVICE	137												137	151	-9.3%
REFERENCE QUESTIONS															
Public Services	15,302	-	-	-	-	-	-	-	-	-	-	-	15,302	9,205	66.2%
Media	2,011												2,011	3,599	-44.1%
Call Center	4,656												4,656	4,288	8.6%
Stacks/Team RM	1,506												1,506	352	327.8%
Topeka Room	559												559	168	232.7%
Gallery	232												232	353	-34.3%
L2TC	5,813												5,813	-	N/A
LibAnswers	525												525	445	18.0%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324												5,324	1,399	280.6%
TOTAL REFERENCE QUESTIONS	20,626	0	20,626	10,604	94.5%										
MEETING ROOMS															
Meeting Room Bookings	388												388	317	22.4%
Team Room Bookings	815												815	772	5.6%
L2TC Bookings	663												663	-	N/A
Total Meeting Room Hours Booked	4,281												4,281	1,737	146.5%
TOTAL ATTENDANCE	5,041												5,041	2,582	95.2%
LEARN & PLAY BUS VISITS	134												134	50	168.0%
PROGRAM ATTENDANCE															
Adult - General	1,105												1,105	1,241	-11.0%
Kids - Early Learners	480												480	286	67.8%
Kids - Elementary	432												432	431	0.2%
Teens	275												275	360	-23.6%
Unknown	711												711	0	N/A
Outreach	4,073												4,073	0	N/A
TOTAL ATTENDANCE	7,076	-	-	-	-	-	-	-	-	-	-	-	7,076	2,318	205.3%

	2023												2023
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,101,005	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,101,005
Magazines (\$5)	\$4,015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,015
Audiobooks (\$10)	\$20,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,070
DVD, Games, Music (\$4)	\$99,448	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99,448
Notary Service (\$10)	\$1,370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,370
Reference Questions (\$7)	\$144,382	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$144,382
Programming (\$10)	\$70,760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,760
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
Gallery Attendance (\$10)	\$24,130	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,130
Computer Use (\$12 /hr)	\$167,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$167,520
TOTAL VALUE	\$1,632,700	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$1,632,741